

Policy on institutional affiliation in research publications

Purpose

This policy is designed to ensure the correct and consistent use of a University of Leicester institutional affiliation in research outputs. This will ensure that the University receives the academic prestige and acknowledgement in citations of the publication by other authors, which contributes to bibliometric assessment of the University's research outputs. The policy applies to all academic and research staff and students whose research outputs derive from their employment by the University, from research grants awarded to the University or otherwise from the use of University resources and facilities. The policy applies to honorary members of staff and to all University of Leicester staff associated with NHS Partners. It applies to all authors of publications, and not simply to principal authors or reprint authors.

Policy

1. All University authors must cite **University of Leicester** as their institutional research base when recording their affiliation in research articles, conference papers and other publications, irrespective of where the affiliation actually appears in the publication.
2. Where an author holds joint affiliation, for example as a clinical professor, both affiliations, to the NHS Trust and the University, may be cited, but the University affiliation must be included (see examples 7 below)
2. Wherever possible, dependent upon the house-style of the publication, **University of Leicester** should appear as the first element in recording affiliation. Other elements such as Department, Research Group or School, can be listed as second or third element, as appropriate. Listing University of Leicester first ensures that the University, and the appropriate Department/Research Group/School, receives credit.
3. Where this is not possible, **University of Leicester** must appear prominently, and towards the beginning of the affiliation and in any event not later than the third element within the citation. Otherwise, there is a real risk that the institution will not be credited in any external machine-readable analysis of bibliometric data.
4. Department, School and Research Group may appear as secondary and tertiary affiliations, if there is sufficient space, but never at the expense of omitting University of Leicester.
5. University of Leicester must be spelled out in full. The use of the acronyms is not permitted in formal publications, nor is any other form of abbreviation of the University's name.

6. The relevant full University postal address, with postcode, should be included, publisher permitting. Corporate addresses may be found on the University website.

7. If proofs of a publication are received, authors should carefully check to ensure that their affiliation to University of Leicester is appropriately recorded.

Examples of the correct use of institutional affiliation are included within an appendix to this Policy.

University Research Policy Committee, 22.5.12

Appendix: specimen affiliations

1. Researcher Name, University of Leicester, Department of Geography, University Road, Leicester, LE1 7RH, United Kingdom.
2. Researcher Name, University of Leicester, Department of Biochemistry, School of Biological Sciences, Henry Wellcome Building, Lancaster Road, Leicester, LE1 9HN, United Kingdom.
3. Researcher Name, University of Leicester, Centre for the Study of the Country House, Department of History of Art and Film, University Road, Leicester, LE1 7RH, United Kingdom.
4. Researcher Name, University of Leicester, Institute for Lung Health, Glenfield Hospital, University Hospitals of Leicester National Health Service Trust, Groby Rd., Leicester LE3 9QP, United Kingdom.
5. Researcher Name, University of Leicester, Theoretical Astrophysics Group, Department of Physics & Astronomy, University Road, Leicester, LE1 7RH, United Kingdom.
6. Researcher Name^{1,2}
 - ¹ University of Leicester, Department of Cardiovascular Sciences, Clinical Sciences Wing, Glenfield General Hospital, Leicester, LE3 9QP, UK
 - ² Adult Intensive Care Unit, University Hospitals of Leicester NHS Trust, Leicester Royal Infirmary, Leicester LE1 5WW, UK
7. Researcher Name^{a,b}
 - ^a Department of Oncology, University Hospitals of Leicester NHS Trust, Leicester Royal Infirmary, Leicester LE1 5WW, UK
 - ^b University of Leicester, Department of Cancer Studies & Molecular Medicine, Clinical Sciences Wing, Glenfield General Hospital, Leicester, LE3 9QP, UK
8. Researcher Name is a Research Fellow at the University of Leicester in the School of Management.
9. Researcher Name is a Research Fellow at the University of Leicester in the Department of Chemistry.
10. Researcher Name is a Research Fellow at the University of Leicester in the Centre for Urban History.
11. Researcher Name is a Research Fellow at the University of Leicester in the Bioinformatics Research Group.